

**BY ORDER OF THE COMMANDER
AIR FORCE RESERVE COMMAND**



AIR FORCE INSTRUCTION 11-402

**AIR FOR RESERVE COMMAND
Supplement 1**

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Flying Operations

FLIGHT MANAGEMENT

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(SMSgt Mark B. Ayers)
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The OPR for this supplement is HQ AFRC/DOTSF (SMSgt Mark B. Ayers).

This supplement implements and extends the guidance of Air Force Instruction (AFI) 11-402, 1 September 1997. The AFI is published word-for-word without editorial review. Air Force Reserve Command supplementary material is indicated by "(AFRC)" in boldface type. This supplement describes Air Force Reserve Command procedures to be used in conjunction with the basic instruction. Upon receipt of this integrated supplement discard the Air Force basic.

SUMMARY OF REVISIONS

This revision clarifies the publication of aeronautical orders for members appearing before a Flight Evaluation Board (FEB); requires the HOSM to submit a copy of the final FEB approval letter to HQ AFRC/DOTSF within 5 duty days after completion of an FEB; mandates requirement to place traditional reservist in a military status prior to convening an FEB; clarifies FEB waiver submission requirements; reduces FEB processing schedule from 60 duty days to 45 calendar days; and gives the HOSM authority to publish aeronautical rating orders for award of the Chief Flight Nurse badge. A (I) indicates revisions from previous edition.

1.4. Each command level starting at wing level has 10-working days to staff each case file. Mailing address for aviation service actions is: HQ AFRC/DOT, 155 2nd Street, Robins AFB GA 31098-1635.

1.6. "Commander" refers to the squadron commander (or any commander within command channels), who initiates aviation service action.

1.6.3.3. Active duty HOSM servicing an AFRC unit should validate flying requirements for operational support members with the unit operations resource management superintendent. Man-years are not authorized for ARC personnel.

2.8.1.1. Submit application letter to HQ AFRC/SGP and, In Turn, to HQ AFMOA/SGOA. Include, along with the application, the following information:

- 2.8.1.1.1. (Added) Applicant's full name, grade, and SSAN.
- 2.8.1.1.2. (Added) Order awarding current rating.
- 2.8.1.1.3. (Added) Copy of Flight Surgeon Course diploma.
- 2.8.1.1.4. (Added) Certificates showing completion of courses in Aerospace Medicine.
- 2.8.1.1.5. (Added) Copy of current physiological training.
- 2.8.1.1.6. (Added) Medical Class II, including a current SF 88, Report of Medical Examination, and SF 93, Report of Medical History.
- 2.8.1.1.7. (Added) Summary of military flying time.

2.11. To avoid delays in assignment of applicants for rated duties, the appointment package and the Aeronautical Rating Board (or waiver of Aeronautical Rating Board) must be processed simultaneously through separate channels (refer to paragraph 2.14.4.), merging at HQ AFRC/DOTSF. Upon approval from HQ AFRC/DO and after HQ ARPC/CAC issues the appointment order, HQ AFRC/DOTSF directs HQ AFPC/DPAOT to publish the DAO aeronautical order.

2.13.1. The Wing, Operations Group Commander, or equivalent may authorize an ARB to be convened.

2.13.9. OG/CCs forward a copy of the completed package through channels to Numbered Air Force (NAF)/DOs (a courtesy copy must also be sent to HQ AFRC/DOTS) within 10 working days of board adjournment. NAF/DOs forward endorsement to HQ AFRC/DOTS within 10 working days of receipt. Ensure commissioning packages are forwarded to HQ AFRC/DPMB (the commissioning packages do not need to be routed through the NAF).

2.14. Prepare packages according to attachment 3 of AFI 11-402, original plus three copies. Address and forward the original to HQ AFRC/DOT for MAJCOM DO final approval. Forward first copy to the commander of the unit hiring the individual. Forward second copy to NAF for concurrence or nonconcurrence. Unit must maintain a copy of the entire package. The individual must keep one copy. To ensure processing time for the package is not delayed, NAFs forward only the endorsements to HQ AFRC/DOTS within 10 working days of receipt. Incomplete packages will be returned to the originating unit.

2.14.3. Each level of review will add an endorsement to indicate concurrence/nonconcurrence.

2.14.4. (Added) Command channels for ARB matters are as follows:

2.14.4.1. (Added) Squadron commander.

2.14.4.2. (Added) Operations Group.

2.14.4.3. (Added) Wing commander.

2.14.4.4. (Added) NAF/DO.

2.14.4.5. (Added) HQ AFRC/DO.

3.5. Reservist/AGR/ART aircrew members in active and inactive status must maintain medical qualification. For this purpose, expired flight physicals render a member unfit and suspends their entitlement to ACIP/HDIP. AFRC squadron FMOs and HOSMs must have an established process to ensure they receive AF Form 1042, Medical Recommendation for Flying or Special Operational Duty, on all members receiving ACIP/HDIP, which shows members are medically fit and qualified for aviation service according to this instruction, AFI 11-401, *Flight Management*, and associated supplements.

3.7.1.1.1. A copy of the suspension aeronautical (AO) order must be included in the AO section of the FEB package.

3.7.1.5. A commander immediately notifies the HOSM upon initiation of investigation. The HOSM notifies the base SG. The base SG must then notify HQ AFRC/DO/SG by priority message within 3 workdays after notification from the commander, with an information copy to the NAF/DO. Message will be "FOR OFFICIAL USE ONLY," and must include: grade, name, SSAN, AFSC, unit of assignment, and nature of incident.

3.7.2.1.4. Active duty flight surgeon office and reserve medical units must ensure timely exchange of medical information with the squadron FMO and wing HOSM offices. Crewmembers must immediately inform their supporting reserve medical unit and squadron FMO when they visit a civilian health care provider. The squadron FMO will immediately notify their supporting reserve medical unit when informed of a crewmember's visit to a civilian health care provider. The supporting reserve medical unit will notify the squadron FMO and wing HOSM when there is a change in a crewmember's medical status which affects his or her qualifications for aircrew duties.

3.10.1. Also applies to reserve officers after completing an active duty tour.

3.10.2.1. Completion of a revalidation package is not required for any active duty Air Force aircrew member who applies for a reserve flying position prior to separation or within 30 days after separation. After the individual has completed an AF Form 1288, Application for Ready Reserve Assignment, and has been assigned to a rated position, Aeronautical Orders are published with the effective date the same as the date of assignment.

3.10.2.1.1. (Added) Flying units process requests for revalidation/requalification locally for an officer whose aviation service has been inactive for 5 years or less. This also applies to flight surgeons (Flight Surgeons must be able to be credentialed as a Flight Surgeon according to AFI 44-119, *Medical Service Clinical Quality Management*). The Operations Group (OG)/CC will be the final approval authority. For non-collocated groups, the OG/CC has final approval authority.

3.10.2.1.2. (Added) A copy of the final approval authority letter will be permanently maintained on file by the HOSM (active or reserve) in the individual's flight record folder.

3.10.2.1.3. (Added) After completion of the local revalidation/requalification, the HOSM office notifies the local Career Enhancement Branch by letter that the individual's request for revalidation or requalification and return to aviation service has been approved. This letter must be included in the individual's Application for Ready Reserve Assignment (AF Form 1288) package and a copy of the letter must be forwarded to HQ AFRC/DOTSF within 5 duty days. This letter satisfies eligibility requirements outlined in AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories—Reserve of the Air Force and United States Air Force*, paragraph 2.7.2. Aeronautical orders will be published to indicate the individual has been assigned a rated position effective on the date of commissioning and assignment to a rated UMD manning position. Flight surgeons may be assigned pending revalidation and medical qualification.

3.10.2.2. FEB waivers do not apply to rated officers applying for aviation service revalidation or requalification.

3.10.4. (Added) Reserve officers entering rated non-flying positions (RPI 3 or 4) are not required to have their AOs revalidated, unless they have been separated. Individual completes a request for revalidation (or requalification if the individual was issued a disqualification order and placed in ASC 00). Upon

approval, personnel will establish an assignment availability code (AAC). The AAC indicates that the applicant must appear before a FEB prior to returning to active flying duties.

3.10.4.1. (Added) A rated asset in the reserves is an officer who was hired into the reserves in a rated capacity. This does not include individuals who were hired into a RPI-0 position.

3.10.4.2. (Added) Reserve Officers Assigned to Nonrated Duties.

If a reserve officer occupies a flying position in the reserves, and is reassigned to nonrated duties (RPI-0), the member is considered a rated asset. The officer continues to be eligible for continuous ACIP, (if the required OFDA has been met according to AFI 11-401, Table 2.7, and the individual has a current Flying Class II physical). A prior service rated officer, initially commissioned and assigned (in AFRC) to a non-flying position (RPI 0) are not considered a rated asset under the provisions of this paragraph and therefore are not entitled to ACIP unless and until the member is properly assigned to a rated position according to the provisions of this instruction; reinstating the members aviation service.

4.2. FEBs are convened for rated officers and civilians who previously held an Air Force aeronautical rating (ARC applicants) that have applied for aviation service revalidation or requalification. FEBs must be convened prior to commissioning ARC applicants unless a waiver to AFI 36-2005 has been obtained. The five-year period is based on the member's date of separation.

4.3. The commander should work closely with squadron FMO or HOSM on all aviation service matters to ensure all administrative actions are complete for rated officers and civilians who previously held an Air Force aeronautical rating (ARC applicants).

4.3.1.1. Include the reason for being out of aviation service for more than 5 years in the revalidation request.

4.3.1.2. Also consider why the member has been disqualified from aviation service for more than 5 years, or why their aviation service has been invalid for more than 5 years (rated officers that drop off the Inactive Ready Reserve list after the one year period, must apply for re-appointment—treated as a new hire).

4.4.1. During board proceedings in which officers/ARC applicants are seeking revalidation/revalidation, the board members examine the individuals request to return to rated duties. Specifically, board members question the individual to determine his/her experience and participation in flying duties since released from active duty, as well as availability for all present and future required training and/or aircrew duties. Board proceedings must reflect in-depth questioning of the member regarding flying experience obtained during his/her break in service, including number of hours/type aircraft flown, etc. Board members must conduct an inquiry sufficient to develop the mandatory findings of paragraph 4.4.20.4. Board proceedings, which do not reflect such information cannot be adequately evaluated and will, therefore, be returned by any reviewing headquarters for appropriate action.

4.4.1.1. Respondents who are members of the Reserve should be placed in a military status for the duration of the board proceedings if the FEB is convened for cause. However, respondents who are receiving incapacitation pay under *Section 204(g) of 37 United States Code (reference (a))* should instead be offered invitational travel orders and not placed in a military status. This avoids the prohibition of *DoDD 1241.1* that members of the reserve receiving incapacitation pay may not attend inactive duty training periods or acquire retirement points for drills (Reference: *DoDD 1241.1, paragraph D.2.c.*).

4.4.1.6. (Added) FEBs require verbatim transcripts of the board proceedings. If a court reporter is not readily available at a reserve location, contact the Command Paralegal Manager, HQ AFRC/JA, for assis-

tance in obtaining reserve paralegal support. This support may not be available and court reporter may have to be obtained under contract. The convening authority is responsible for this support.

4.4.6. HQ USAF/RE is final approval authority. (See para 4.6.8.)

4.4.7. Squadron commanders may initiate action to request FEB waivers if convinced the OG/CC, the appropriate wing/CC, NAF/DO, and HQ AFRC/DO, will recommend the officer remain qualified (waivers apply to FEBs convened for cause only. They do not apply in the case of revalidation or requalification of an individual's aviation service when it has been invalid more than 5 years).

4.4.7.1. (Added) The decision to approve a waiver request (for reasons listed in paragraph 4.3.) or to require a FEB will be based on wing commander, NAF, and HQ AFRC review of each case. At any stage in the review process, the reviewing authority may disapprove the waiver request and direct a FEB or direct the officer to be reentered into training. Final approval authority for FEB waiver requests is HQ AFRC/DO.

4.4.9.1. Also, include a current SF 93, Report of Medical History, completed on the same date as the SF 88, Report of Medical Examination.

4.4.9.7. (Added) Include statement of involvement as a crewmember in any aircraft accident, military or civilian, whether or not the applicant ever met a faculty board or flying evaluation board, was ever eliminated from a formal training course, or ever submitted a voluntary request for disqualification. (Negative statements must be furnished, if applicable).

4.4.9.8. (Added) Cite the applicant's occupation since separation from active duty.

4.6.8.2. After making the final FEB decision, forward the case file to HQ AFPC/DPAOT, Randolph AFB, TX 78150-6001. They initiate assignment action, if necessary, and ensure the documentation becomes part of the individual's master personnel record. If FEB was for cause, HQ AFRC/DOTSF must also maintain on file a copy of the FEB package.

4.8.1. To ensure HQ AFRC receives FEB proceedings within 45 calendar days from board adjournment date, convening and reviewing authorities (each subsequent level within the chain of command) should comply with the following schedule:

4.8.1.1. (Added) Within 15 calendar days from date board adjourns, convening authority forwards FEB report as follows:

4.8.1.1.1. (Added) Original report to HQ AFRC/DOT. Must contain original signatures.

4.8.1.1.2. (Added) One copy through the chain of command to the reviewing authority (NAF CC/DO).

4.8.1.2. (Added) Within 15 calendar days from date of receipt, each subsequent level of command reviewing authority forwards recommendations through channels to HQ AFRC/DOT.

4.8.5. (Added) Reviewing authorities report initial receipt of FEB package and any delays to HQ AFRC/DOTSF, including reasons for delay and anticipated date of completion.

4.10. (Added) Upon final completion of FEB processing, forward HQ AFRC approval/disapproval notification letter to the convening authority, the members HOSM (place in FRF), the NAF, and HQ ARPC/HQ AFPC; whichever is applicable for orders publication.

5.8.3. Notification procedures will be the same as indicated in paragraph 3.7.1.5.2. of this supplement.

6.3.4. A minimum of 2 hours is required for reserve members if on inactive duty (Ref: *DoDFMR, para 570202*).

8.4.4. Members may apply for any badge for which they are eligible. Members may apply for two or more badges if qualified. Prepare and submit separate applications for each badge according to attachment 14 of the basic instruction. For multiple applications, include attachment explaining reason for this action.

Table 8.1. Notes:

4. (Added) Chief Flight Nurse badge is approved by the local HOSM.

Attachment 3

2.e. For Navy and Marine inter-service transfers: Submit a copy of the most recent Statement of Individual Flight Activity (SIFA) and certified copies of extracts from the members log book (to verify flying activity completed after date of last SIFA to present) as source documents to validate the typed list showing the required aircraft flying hour breakout.

2.g. ARC applicants must make every attempt furnish all required documentation. If documentation can not be retrieved; member must sign a statement stating that all efforts to retrieve the required service documentation have been exhausted. NOTE: As a minimum, member must furnish DD Form 214 (Certificate of Release or Discharge from Active Duty), AF Form 1288 (Application for Ready Reserve), and indicate date last held while on active duty in their statement.

Attachment 7

2.d. For Navy and Marine inter-service transfers: A copy of the most recent Statement of Individual Flight Activity (SIFA) and certified copies of extracts from the members log book (to verify flying activity completed after date of last SIFA to present) will be submitted as source documents to validate the typed list showing the required aircraft flying hour breakout. List must be certified by the Operations Officer.

2.f. ARC applicants must make every attempt furnish all required documentation. If documentation can not be retrieved; member must sign a statement stating that all efforts to retrieve the required service documentation have been exhausted. NOTE: As a minimum, member must furnish DD Form 214, Certificate of Release or Discharge from Active Duty, and AF Form 1288, Application for Ready Reserve, and indicate date last held while on active duty in their statement.

Attachment 15

2. Report on Individual Person (RIP) supporting total military service date-time.

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Commander